

**COOKEVILLE CITY COUNCIL
REGULAR MEETING
NOVEMBER 21, 2002
6:00 P.M.**

The Council of the City of Cookeville met in regular session on Thursday, November 21, 2002, at 6:00 p.m., in the Municipal Building, 45 East Broad Street. Invocation was given by Mayor Womack. Pledge of Allegiance was led by Mayor Womack. Mayor Womack then called the meeting to order and asked the Clerk to call the roll. Present and answering roll call were:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

Also present: Jim Shipley, City Manager; Stephanie Miller, City Clerk; and Mike O'Mara, City Attorney.

**CONSIDER APPROVAL OF
AGENDA AS PRESENTED**

Councilman Shelton made a motion, seconded by Councilman Sallee, to amend the agenda by adding item #9e – approve emergency repair of belt loader – Public Works Department. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

**RECOGNIZE VOLUNTEER
OF THE MONTH**

P R O C L A M A T I O N

Whereas: Carol Hine is being honored as Cookeville's November "Volunteer of the Month"; and

Whereas: Ms. Hine is worthy of this award for her work with the Cookeville-Putnam County Animal Shelter and the Humane Society where she has contributed approximately 20 hours per month over a period of the last six years; and

Whereas: Carol collects cans from her business lunchroom and recycles them to provide extra money for the shelter, and she spearheads periodic drives for old bedding that can be used at the shelter; and

Whereas: Ms. Hine's efforts netted her a 2002 James Cash Penney Award which included, among other things, a check payable to the Shelter; and

Whereas: additionally, Carol coordinates a family effort to provide coats, apparel and personal items that she and her family prepare for the patients at the V.A. Hospital during Christmas.

Now, therefore, I, Dr. Charles Womack, Mayor of the City of Cookeville, do hereby proclaim a sense of profound appreciation to Ms. Carol Hine for her dedication and commitment to this community and commend you as Cookeville's Volunteer of the Month.

This 21st day of November, 2002.

Mayor Charles T. Womack, MD

**COOKEVILLE CITY COUNCIL
MINUTES
NOVEMBER 21, 2002**

OLD BUSINESS:

**CONSIDER APPROVAL OF MINUTES
OF COUNCIL MEETING HELD ON
NOVEMBER 7, 2002**

Councilman Davis made a motion to dispense with the reading of the minutes and approve said minutes as submitted. The motion was seconded by Councilman Shelton. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

**CONSIDER ON SECOND AND FINAL
READING ORDINANCE #002-10-30,
CLOSURE AND ABANDONMENT
OF UNDEVELOPED RIGHT-OF-
WAY OF WEST PARIS STREET**

Councilman Shelton made a motion, seconded by Councilman Sallee, to approve on second and final reading Ordinance #002-10-30. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

NEW BUSINESS:

**CONSIDER AUTHORIZING
AGREEMENT WITH PUTNAM
COUNTY FOR SOCCER
COMPLEX DEVELOPMENT**

The President of the Upper Cumberland Soccer Association spoke thanking the Council.

Councilman Shelton made a motion, seconded by Councilman Davis, to approve the Soccer Complex Development Agreement with revisions. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

**COOKEVILLE CITY COUNCIL
MINUTES
NOVEMBER 21, 2002**

**CONSIDER APPROVAL OF
AMENDMENT TO ENGINEERING
CONTRACT FOR CANE CREEK
SEWER PROJECT**

MEMORANDUM

TO: Jim Shipley, City Manager
City Council

FROM: Ronnie J. Kelly, Director

DATE: November 15, 2002

SUBJ: Amendment to Existing Cane Creek Sewer Engineering Contract

The City of Cookeville is currently under contract with the J.R. Wauford Engineering Company to perform services during the construction of the Cane Creek Sewer Project. I will be recommending approval of an amendment to extend the contract, at the existing hourly rate, to cover the completion of the project. The contract amendment will cover the engineering needed to inspect the construction, check shop drawings, prepare any change orders, approve estimates, and perform a final acceptance inspection.

I will be presenting this item during the next City Council meeting for your approval. If you have any questions concerning this matter please give me a call.

Councilman Sallee made a motion, seconded by Vice-Mayor Qualls, to approve an amendment to the engineering contract for Cane Creek Sewer Project as submitted. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

**CONSIDER APPROVAL OF
EXPENDITURE OF WARD
FOUNDATION/RUSSELL
STOVER PROCEEDS FOR
PLAYGROUND EQUIPMENT**

COOKEVILLE CITY COUNCIL
MINUTES
NOVEMBER 21, 2002

Memorandum

To: Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton
City Manager Jim Shipley

From: Rick Woods, Director *RW*

Date: 11/19/02

Re: Cane Creek Park Playground Equipment Purchase

Late last year we received a \$40,000 grant from the Ward Foundation to replace outdated, unsafe, wooden play equipment at Cane Creek Park. We recently sent out requests for proposals and received six proposals from reputable playground equipment companies.

The plan is to replace the old splintering wooden play equipment with new metal equipment to conform with current playground safety standards. Three play areas were identified as non-conforming and marked for replacement - one area down by the lake near the concession stand, one area by the lower shelter (shelter #2) and one larger area adjacent to the large picnic shelter at the top of the hill (shelter #1). Two of the three new play systems were required to be appropriate for the 5 – 12 age group and one play system was to be designed for the 2 – 5 age group.

To review and evaluate the proposals, we created a panel of three staff members and one member of the Leisure Services Advisors Committee. Dennis Woolbright, Park Manager, Janice Myers, Administrative Assistant, Don Prince, volunteer and Leisure Services Advisor Committee representative and I evaluated the proposals. I created a scoring system based on the specifications and requirements outlined in the RFP. The breakdown of the points system is as follows:

Meets Requirements of RFP = 20 points.
Including, proof of insurance, references, installation supervisor's name and references, warranty details, meets ADA standards, age appropriate equipment, etc.
Aesthetics = 20 points.
Including color choices, overall appearance, appropriate and consistent design, etc.
Play Value = 30 points.
Including variety of elements, creativity in design, appropriate challenge, number of playable elements, etc.
Durability = 25 points.
Including quality of warranty, inclusion of aluminum support, support post size, decking materials, etc.

Cost = 5 points.
Were all costs covered, were they reasonable, and did the proposal come in under \$40,000.

A 5 point bonus was awarded all proposals that included some element that tied-in Russell Stover Candies, the local company affiliated with the Ward Foundation.

After independent evaluation and scoring of the proposals, the panel unanimously chose Game Time play equipment as submitted by Dominica Recreation Products as being the best proposal. The department has three other Game Time play systems in use which we have been happy with and had good success with.

The average score for each company is as follows:

Game Time (Dominica Recreation)	85 points
Burke (Just 4 Play)	79.25 points
Miracle Recreation	79 points
Landscape Structures	75.25 points
Kid's Play	74.5 points
Little Tykes	71.75 points

The cost of equipment as proposed is \$31,658.00. We may choose an option of larger support posts for each structure which would increase the cost by \$4,000 still keeping us well within our allotted \$40,000.

I recommend we purchase the Game Time equipment through Dominica Recreation Products. If you have any questions, please give me a call. Thanks.

Councilman Shelton made a motion, seconded by Councilman Sallee, to approve the expenditure of the Ward Foundation/Russell Stover proceeds for playground equipment as requested. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

CONSIDER APPROVAL OF
CONTRACT FOR A TRAFFIC
STUDY

Councilman Davis made a motion, seconded by Councilman Shelton, to approve an agreement for engineering services with Kimley-Horn and Associates, Inc. on (Phase A only) Major Thoroughfare Plan for a fee of \$58,600.00. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

COOKEVILLE CITY COUNCIL
MINUTES
NOVEMBER 21, 2002

CONSIDER AWARDING BIDS FOR
FRONT-LOADING GARBAGE
TRUCK & TANDEM AXLE DUMP
TRUCK – PUBLIC WORKS DEPT.

CITY OF COOKEVILLE, TENNESSEE
BID TABULATION RECORD

FRONT LOADING GARBAGE TRUCK

DEPARTMENT: Public Works & Engineering
DATE OF BID OPENING: November 13, 2002
TIME OF BID OPENING: 2:00 P.M.

FAX BIDS REVIEWED BY: Greg Brown
OPENING WITNESSED BY: Tom Dyer

BIDDER	BID AMOUNT	
STRINGFELLOW, INC.	\$154,332.00	
CMI EQUIPMENT	\$149,242.00	
D & W ENVIRONMENTAL	\$142,851.00	
MUNICIPAL EQUIPMENT	\$147,981.00	
NEELY COBLE COMPANY	\$156,987.00	

WE THE UNDERSIGNED, DO HEREBY RECOMMEND THE BID FROM STRINGFELLOW, INC. BE
AWARDED FOR THE FOLLOWING REASON: LOW BIDDER MEETING SPECIFICATIONS

RECOMMENDED: DEPT. DIRECTOR

APPROVAL: CITY MANAGER

BUDGET AVAILABILITY: FINANCE DIRECTOR

CITY OF COOKEVILLE, TENNESSEE
BID TABULATION RECORD

DUMP TRUCK

DEPARTMENT: Public Works & Engineering
DATE OF BID OPENING: November 13, 2002
TIME OF BID OPENING: 2:00 P.M.

FAX BIDS REVIEWED BY: Greg Brown
OPENING WITNESSED BY: Tom Dyer

BIDDER	BID AMOUNT	
MACK OF NASHVILLE	\$80,065.00	
LANDMARK INTERNATIONAL	\$81,588.42	
NEELY COBLE CO., INC.	\$83,325.00	
MUNICIPAL EQUIPMENT	NO BID	

WE THE UNDERSIGNED, DO HEREBY RECOMMEND THE BID FROM MACK OF NASHVILLE BE
AWARDED FOR THE FOLLOWING REASON: LOW BIDDER

RECOMMENDED: DEPT. DIRECTOR

APPROVAL: CITY MANAGER

BUDGET AVAILABILITY: FINANCE DIRECTOR

Vice-Mayor Qualls made a motion, seconded by Councilman Davis, to award the garbage truck & dump truck bids as recommended. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

COOKEVILLE CITY COUNCIL
MINUTES
NOVEMBER 21, 2002

CONSIDER AWARDDING BID FOR
METERS – WATER QUALITY
CONTROL DEPARTMENT

CITY OF COOKEVILLE
DEPARTMENT OF WATER QUALITY CONTROL
WATER METERS

DATE OF BID OPENING: 14-Nov-02
BIDS OPENED BY: Martin Haggard
BIDS WITNESS BY: Bonnie Trisch

TIME: 10:00 A.M.

BIDDERS	150 5/8" x 1/2"	700 5/8" x 3/4"	36 3/4" x L-9"	68 1"	3 1 1/2" IT	3 2" IT	1 1 1/2" EF	10 2" EF	TOTAL
G & C SUPPLY INC.	REJECTED BID								
INVENSYS METERING SYSTEMS	\$34.78	\$34.78	\$72.69	\$102.96	\$248.19	\$365.93	\$248.19	\$365.93	\$44,930.97
TN METER & SUPPLY	\$30.50	\$30.50	\$50.83	\$85.07	\$240.75	\$326.35	\$240.75	\$326.35	\$38,746.19
US FILTER MURFREESBORO	\$33.68	\$33.68	\$61.52	\$87.44	\$222.54	\$328.12	\$222.54	\$328.12	\$41,944.36
UNITED UTILITIES INC.	DID NOT MEET BID OPENING DEADLINE								

WE, THE UNDERSIGNED, DO HEREBY RECOMMEND THE BID FROM **TENNESSEE METER & SUPPLY** - BE AWARDED FOR THE FOLLOWING REASON: LOW BID MEETING SPECS (AWARDED AS ONE ITEM)

RECOMMENDED:
DEPARTMENT HEAD

APPROVAL:
CITY MANAGER

BUDGET AVAILABILITY:
FINANCE DIRECTOR

Councilman Sallee made a motion, seconded by Councilman Shelton, to award the meter bid as recommended. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

CONSIDER AWARDDING BID FOR
TRANSFORMERS - ELECTRIC
DEPARTMENT

CITY OF COOKEVILLE
BID TABULATION SCHEDULE

BID NOTICE # 02102101

DATE OF BID OPENING: 11/6/2002
BIDS OPENED BY: Glenn Greenwood
BIDS WITNESSED BY: Brian Bohannon
DEPARTMENT: Electric

TIME: 2:00 PM CST

BIDDERS	item #1 10 KVA CSP Transformer	item #2 15 KVA CSP Transformer	item #3 75 KVA PAD Transformer
	QTY 3	evaluated cost 16	evaluated cost 2
Wesco	\$404.00 \$ 1,212.00	\$410.00 \$ 6,560.00	\$4,350.00 \$ 8,700.00
Hughes (Central Maloney)	\$471.00 \$ 1,413.00	\$505.00 \$ 8,080.00	\$3,485 \$ 6,970.00
Stuart Irby (Howard)	\$362.10 \$ 1,086.30	\$416.00 \$ 6,856.00	\$3,280.00 \$ 6,560.00
Stuart Irby (Cooper)	\$379.00 \$ 1,137.00	\$419.00 \$ 6,704.00	NB NB
Power Supply	\$409.00 \$ 1,227.00	\$442.00 \$ 7,072.00	\$2,935.00 \$ 5,870.00
Hughes (Pauwels)	NB NB	NB NB	\$3,015.00 \$ 6,030.00

WE, THE UNDERSIGNED DO HEREBY RECOMMEND THE BID FROM

item #1
S. Irby

item #2
S. Irby

item #3
Power Supply

BE AWARDED FOR THE FOLLOWING REASON: low evaluated bid meeting specs.

RECOMMENDED: DEPT. HEAD

APPROVAL: CITY MANAGER

COOKEVILLE CITY COUNCIL
MINUTES
NOVEMBER 21, 2002

Councilman Davis made a motion, seconded by Vice-Mayor Qualls, to award the transformer bid as recommended. Upon call for a vote, the following voted aye:

Mayor Charles Womack
 Vice-Mayor Steve Qualls
 Councilman Jean Davis
 Councilman Sam Sallee
 Councilman Ricky Shelton

The City Clerk announced that the motion carried.

CONSIDER AWARDING BID FOR
CLEANING SERVICES FOR
CITY HALL

CITY OF COOKEVILLE, TENNESSEE
 BID TABULATION RECORD


 CLEANING SERVICES - CITY HALL


DEPARTMENT: General
 DATE OF BID OPENING: November 14, 2002
 TIME OF BID OPENING: 10:00 a.m.


FAX BIDS REVIEWED BY: Gail Fowler
 OPENING WITNESSED BY: Stephanie Miller

BIDDER	MONTHLY CHARGE	MAN HOURS PER MONTH
ARROW CLEANING SERVICES	\$1085.00	100 - 125
MIXED COMPANY	\$1650.00	140
ADVANCED CLEANING SERVICE	\$2112.00	176
PRIDE CLEANING COMPANY	\$3335.00	220
SWISHER	DID NOT MEET SPECS	

WE THE UNDERSIGNED, DO HEREBY RECOMMEND THE BID FROM ARROW CLEANING SERVICES BE
 AWARDED FOR THE FOLLOWING REASON: LOW BIDDER


 RECOMMENDED: DEPT. DIRECTOR


 BUDGET AVAILABILITY: FINANCE DIRECTOR


 APPROVAL: CITY MANAGER

**COOKEVILLE CITY COUNCIL
MINUTES
NOVEMBER 21, 2002**

**APPROVE EMERGENCY
REPAIR OF BELT LOADER
- PUBLIC WORKS DEPT.**

MEMORANDUM

TO: Stephanie Miller
FROM: Greg Brown
DATE: November 20, 2002
SUBJ: November 21, 2002 Council Meeting, Emergency Purchase Item

On November 13, 2002, the pump, gears and gear housing were damaged due to the pump failing on the Public Works Department's belt loader. This piece of equipment is used on a regular basis, so repairs needed to be made immediately. The price of the replacement parts quoted were the most economical found. I would request this item be added to the agenda for approval.

Councilman Davis made a motion, seconded by Councilman Sallee, to approve the emergency repair of a belt loader through CMI Equipment Sales, Inc. for \$3,255.65 as requested. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

HEARING FROM OFFICERS, COUNCILMEN AND CITY MANAGER:

**RECEIVE FINANCIAL
STATEMENTS 7-1-02
THROUGH 9-30-02**

Stephanie Miller, City Clerk/Finance Director, gave a brief report of the city's financials.

Rick Woods, Leisure Services Director, announced the following awards earned by his department: "Distinguished Young Professional Award" to Mary Daniels from (TRPA) Tennessee Recreation & Parks Association; "Four Star Award for New Facility – Dogwood Performance Pavilion" from TRPA; and "Best Production & Technical Excellence/Best Director" to Steve Gwilt for Drama Center Backstage Play of "Mice and Men" from Tennessee Theaters Association.

HEARING OF CITIZENS AND/OR DELEGATIONS:

No one spoke at this time.

COOKEVILLE CITY COUNCIL
MINUTES
NOVEMBER 21, 2002

There being no further business to discuss, Vice-Mayor Qualls made a motion, seconded by Councilman Davis, to adjourn the meeting at 6:50 p.m. Upon call for a vote, the following voted aye:

Mayor Charles Womack
Vice-Mayor Steve Qualls
Councilman Jean Davis
Councilman Sam Sallee
Councilman Ricky Shelton

The City Clerk announced that the motion carried.

Charles Womack, Mayor

ATTEST:

Stephanie Miller, City Clerk